

Checklist for Required Documentation

In order to ensure your application is processed quickly it is vital that you provide all the required documentation with your application submission. Below is a list of documents that will be required to complete your application. Please gather the required documentation prior to beginning the online application.

- ✓ Please upload one of the following documents for proof of business existence. The document must match the business legal name or the DBA and address on the application. Only one of the documents below is required.
 - IRS letter with business name and EIN or Social Security Number
 - Bank statement with business name and/or address. Must be from 2020
 - Utility bill with business name and/or address. Must be from 2020
 - Sales and use tax report for Mecklenburg County from 2020
 - Currently active certificate of insurance with business name and/or address
- ✓ Required - If your business WAS NOT included in the Governor's NC Executive Order 120 you must provide an Affidavit of Impact, describing how the business was impacted by COVID-19. This must be signed and notarized.
- ✓ Provide documentation of loss or impact. **ONLY FOR BUSINESSES NOT INCLUDED IN THE EXECUTIVE ORDER 120.**
 - 2019 and 2020 quarterly P&L statements
 - Prior accounting records
 - Key business metrics reports
 - Occupancy and rate statistics (e.g. room nights/room rates)
 - Rent rolls and vacancy statistics
 - Number of customers
 - Number of procedures
 - Number of events
 - Production levels
- ✓ Signed IRS Form W-9- Required
- ✓ Proof of gross sales for 2019- Required
 - From 1040 Schedule C for Sole Proprietor. Must be from 2019 tax year.
 - Page 1 of Form 1065 for Partnerships/LLCs. Must be from 2019 tax year.
 - Page 1 of Form 1120 for C Corporations. Must be from 2019 tax year.
 - Page 1 of Form 1120S for S Corporations. Must be from 2019 tax year.
- ✓ 2019 IRS Form W-3 if applicable
- ✓ Signed Certification and Authorization Form - Required